

City of Chicopee

Office of Community Development
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HOMELESS PREVENTION AND RAPID REHOUSE PROGRAM Application Information

I. Introduction

Homeless Prevention and Rapid ReHouse Program (HPRP) funds received by the City of Chicopee from the U.S. Department of Housing and Urban Development will support homelessness prevention and rapid rehouse programs for the period August 1, 2009 through June 30, 2012. Awards under this Request for Proposals (RFP) are contingent upon the availability of funds. Chicopee's HPRP allocation is \$531,528.

The purpose of HPRP is to provide homelessness prevention assistance to households who would otherwise become homeless, and to provide assistance to rapidly rehouse persons who are homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11302). Resources are to be targeted and prioritized to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, outside of HPRP after the program concludes.

II. Eligible Applicants

Private nonprofit organizations, in accordance with 42 U.S.C. §11373(c).

Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities.

Applicants must be able to meet other requirements relative to the HPRP program.

III. Eligible Activities

1. Financial Assistance. Financial assistance is limited to the following activities: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel and hotel vouchers. Payments may not be made directly to program participants, but only to third parties,

such as landlords or utility companies. ***Payments may not be made for occupancy within a property owned by the grantee or its parent, subsidiary or affiliated organization of the subgrantee.***

a. Rental Assistance.

(1) Short-term rental assistance may not exceed rental costs accrued over a period of 3 months. Medium-term rental assistance may not exceed actual rental costs accrued over a period of 4 to 18 months.

(2) The grantee determines the amount of short-term and medium-term rental assistance provided, such as “shallow subsidies” (payment of a portion of the rent), payment of 100 percent of the rent charged, or graduated/declining subsidies. Grantees may require program participants to share in the costs of rent, utilities, security and utility deposits, moving, hotel or motel, and other expenses as a condition of receiving HPRP financial assistance.

(3) Rental assistance may be used to pay up to 6 months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to remain in the housing unit for which the arrears are being paid or move to another unit. If HPRP funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant’s rental assistance, which may not exceed 18 months.

(4) The rental assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD’s standard of “rent reasonableness.” “For more information, see HUD’s worksheet on rent reasonableness at: www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc.

(5) Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state or local housing subsidy program.

b. Security and utility deposits. Security and utility deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types. One example of this would be providing a security deposit for a participant in the HUD-VA Supportive Housing (HUD-VASH) program.

c. Utility payments. HPRP funds may be used for up to 18 months of utility payments, including up to 6 months of utility payments in arrears, for each program participant, provided that the program participant or a member of his/her household has an account in his/her name with a utility company or proof of responsibility to make utility payments, such as cancelled checks or receipts in his/her name from a utility company.

d. Moving cost assistance. HPRP funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees

for a maximum of 3 months or until the program participant is in housing, whichever is shorter.

e. Motel and hotel vouchers. HPRP funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participants.

2. Housing Relocation and Stabilization Services. HPRP funds may be used for services that assist program participants with housing stability and placement. These services are limited to the following eligible activities:

a. Case management. HPRP case management funds may be used for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring that program participants' rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to HPRP financial assistance.

b. Outreach and engagement. HPRP funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs.

c. Housing search and placement. HPRP housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and mediation and outreach to property owners related to locating or retaining housing.

d. Legal services. HPRP funds may be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues.

e. Credit repair. HPRP funds may be used for services that are targeted to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

3. Data Collection and Evaluation.

a Data Collection The Recovery Act requires that data collection and reporting for HPRP be conducted through the use of Homeless Management Information

Systems (HMIS) or a comparable client-level database. Therefore, reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible. Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS. Only those jurisdictions that do not have an HMIS already implemented may use a portion of these funds for HMIS implementation or start-up activities.

b. Evaluation. Grantees and subgrantees must comply if asked to participate in HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs to the grantee of participating in HUD research and evaluation of the program.

4. Administrative Costs. Administrative costs may be used for: accounting for the use of grant funds; preparing reports for submission to HUD; obtaining program audits; similar costs related to administering the grant after the award; and grantee or staff salaries associated with these administrative costs. Administrative costs also include training for staff who will administer the program or case managers who will serve program participants, as long as this training is directly related to learning about HPRP. Administrative costs *do not* include the costs of issuing financial assistance, providing housing relocation and stabilization services, or carrying out eligible data collection and evaluation activities, as specified above, such as grantee staff salaries, costs of conducting housing inspections, and other operating costs. These costs should be included under one of the two other eligible activity categories. ***Grantees may spend no more than 2.5% of the grant on administrative costs.***

5. Ineligible Activities. Financial assistance may not be used to pay for any mortgage costs or costs needed by homeowners to assist with any fees, taxes, or other costs of refinancing a mortgage to make it affordable. HPRP funds may not be used to pay for any of the following items: construction or rehabilitation; credit card bills or other consumer debt; car repair or other transportation costs; travel costs; food; medical or dental care and medicines; clothing and grooming; home furnishings; pet care; entertainment activities; work or education related materials; and cash assistance to program participants. HPRP funds may not be used to develop discharge planning programs in mainstream institutions such as hospitals, jails, or prisons. While training for case managers and program administrators is an eligible administrative cost as long as it is directly related to HPRP program operations, HPRP funds may not be used to pay for certifications, licenses, and general training classes. Programs may not charge fees to HPRP program participants. Any HPRP funds used to support program participants must be issued directly to the appropriate third party, such as the landlord or utility company, and in no case are funds eligible to be issued directly to program participants.

IV. Habitability Standards

Organizations providing rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy.

V. Reporting Requirements

HMIS. HPRP grantees are required to report client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) or a comparable database. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless. HPRP grantees providing financial assistance and services directly must use a City approved HMIS to collect data and report on outputs and outcomes as required by HUD.

Performance Reports. Grantees will be required to submit quarterly performance reports will include information regarding the following items: the amount of funds expended in each of the eligible HPRP activity categories (Financial Assistance, Services, and Administrative Costs); the estimated number of unduplicated individuals and families served; the estimated numbers of new jobs created and jobs retained, challenges to effective program operation, and other data items. The quantitative data on unduplicated individuals must reconcile to data entered into the approved HMIS system. The reconciliation must be done at least quarterly. Sub-grantees will be required to submit documentation of this reconciliation.

Grantees will be required to submit an Annual Performance Report in a format to be prescribed by HUD within 30 days of the end of each federal fiscal year. In the Annual Performance Report, grantees will report on outputs, such as the number of persons served and the demographic characteristics of persons served, HPRP funds expended by activity type, and the number of jobs created and retained, as well as outcomes related to housing stability, to be specified by HUD.

VI. Application Process

RFPs will be available for distribution from June 8, 2009 through July 31, 2009 at the Mayor Office, City Hall, 17 Springfield St., Chicopee, Monday through Friday, 9:00 a.m. to 4:00 p.m. Packets will be available online at www.chicopeema.gov. No RFP packets will be issued by facsimile.

Please prepare the application neatly and concisely. Please submit 1 Original Application and 4 Copies.

Program proposals must be received by the City of Chicopee on or before noon on Friday, July 31, 2009 at the Purchasing Department , City Hall, 17 Springfield St., Chicopee

Please note that: 1) Deadlines are firm; 2) It is the sole responsibility of the applicant to ensure that the deadlines are met; and 3) Proposals delayed for any reason including but not limited to delivery problems associated with the United States Postal Service, messenger services or overnight courier services, will be considered late and will not be accepted.

The City of Chicopee reserves the right to:

- Determine which program category will be used to fund specific proposals.
- Negotiate and award contracts
- Reject any or all submittals
- Offer less than the requested amount

Homeless Prevention and Rapid Rehousing Funding Application

AGENCY: _____

ADDRESS: _____

CONTACT PERSON: _____

TITLE OF PERSON: _____

PHONE: _____ **EMAIL ADDRESS:** _____

PROJECT TITLE: _____

**THE APPLICATION ADDRESSES THE FOLLOWING ELIGIBLE ACTIVITY:
(PLEASE CHECK ALL THAT APPLY)**

- ☐ Prevention
- ☐ Rapid Rehousing

COMPLETE APPLICATIONS MUST INCLUDE THE FOLLOWING:

Application Submission Checklist:

- ☐ Application Narrative
- ☐ Budget (one for each eligibility)
- ☐ Budget Justification (one for each budget)
- ☐ MOU and Cooperative Agreements
- ☐ Job Descriptions
- ☐ Resumes
- ☐ Program Participant Applications
- ☐ Program Forms

- ☐ Certifications

If your program will include both Prevention and Rapid Rehousing activities, you must provide separate detailed responses within all application section for each activity (questions #1 A and B, and #2 A, B and C). Detailed budgets must also be submitted for each eligibility proposed.

1. PLEASE PROVIDE A DESCRIPTION OF THE PROPOSED PROGRAM.

A. SCOPE OF SERVICES

Describe the scope of services to be accomplished, including a brief program description, how population will access services (*i.e.*, hours of operation, location, any innovative means of enabling clients to access assistance, including use of technology) and the number of households proposed to be served at a point-in-time and over the course of the grant. The grant period is 36 months; 60% of funds must be spent in the first 24 months.

☐ Prevention Response:

☐ Rapid Rehousing Response:

B. TARGET POPULATION

Describe the population you propose to serve. If you will use additional eligibility requirements or guidelines to ensuring that your assistance is targeted to those households that HPRP is intended to serve (for prevention, households who would otherwise become homeless; for rapid rehouse, households that are homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302)) please describe those requirements.

☐ Prevention Response :

☐ Rapid Rehousing Response:

2. PLEASE PROVIDE INFORMATION ON PROCESS TO DETERMINE:

A. PARTICIPANT ELIGIBILITY: Please specifically address your process for required initial consultation with potential participants, methodology for determining income, and documenting that no other housing options are available and that no other financial resources exist.

☐ Prevention Response :

☐ Rapid Rehousing Response must also include your process for documenting homelessness as defined by HPRP regulations

B. TYPE OF ASSISTANCE: Provide detail on the type of subsidy to be provided, including short-term rental assistance, medium-term rental assistance, security deposits, utility payments, moving cost assistance, and motel/hotel vouchers. Specifically address how your program design addresses HPRP intent that participants can remain stably housed after assistance ends.

☐ Prevention Response:

☐ Rapid Rehousing Response:

C. DOCUMENTATION SUMMARY: Provide your proposed File Content Checklist (*i.e.*, the checklist of all forms that must be placed in each client file) along with all applicable forms you will use to document the following: participant eligibility, assessment of household need, evaluation of appropriateness of services, nature and quality of services to be provided; and referrals made.

☐ Prevention Response:

☐ Rapid Rehousing Response:

D. COLLABORATION: Identify external organizations and the nature of collaborative arrangements in place which will ensure participants receive all mainstream and area benefits and support the goal of “no wrong door” for clients in need of assistance. If your organization provides a range of services, please detail your internal referral system and available services. If this grant application includes specific funded collaborative partnerships with other agencies, provide documentation of these partnerships (*e.g.*, Memorandum of Understanding, Commitment Letter).

In this section, also describe any collaborative arrangements or relationships you have with landlords or property managers, which may assist with negotiating housing arrangements or accessing housing stock.

CONSULTATION AND COLLABORATION WITH STATE AGENCIES

Describe how your program will work in conjunction with state efforts to end homelessness. For programs that will serve families, indicate whether you have consulted with the Department of Transitional Assistance (DTA) and/or the Department of Housing and Community Development (DHCD) in program design, and how your program will work with those agencies in serving homeless and at-risk families.

E. STAFFING PLAN: Identify your proposed staffing plan, providing job descriptions for all positions and resumes for those filled positions. Please provide details of any sharing of staff with existing or proposed programs. Detail how this staffing pattern effectively and efficiently provides appropriate services, which may

include case management, outreach, housing search, legal services, mediation, and credit repair.

- F. HMIS:** If you are currently inputting client-level data into a HUD-approved HMIS system, please provide the name of the HMIS administrating agency. If you are not currently participating in an HMIS system, please detail your plan to achieve the required reporting standards. Give details of current data collection and reporting systems.

- G. IMPEMETATION SCHEDULE:** Please provide an implementation schedule in days from the execution of a contract.

<u>MILESTONE</u>	<u>RAPID REHOUSING</u>	<u>PREVENTION</u>
CONTRACT EXECUTION	DAY 1	DAY 1
PROGRAM DESIGN		
RETAIN STAFF		
OUTREACH		
ACCEPT FIRST APPLICATION		
EXPEND 50% OF GRANT FUNDS		
EXPEND 75% OF GRANT FUNDS		
EXPEND 100% OF GRANT FUNDS		

- H. BUDGET NARRATIVE:** Please provide a budget narrative that details and summarizes the cost for each line item. The narrative should minimally include a cost basis for each expense, the percentage of time for each paid position, and the details and assumptions of all financial assistance. The details of financial assistance should include calculations of the breakdown of cost among eligible forms of assistance including: short term subsidies, security deposits, utility deposits, moving costs, storage, and hotel motel vouchers.

APPLICANTS SHOULD NOTE THAT ADMINISTRATIVE FEES ARE CAPPED AT 5%, the applicants share will not exceed 2.5 %.

HOMELESS PREVENTION APPLICATION FOR FUNDING

BUDGET DETAIL

☐ **RAPID REHOUSING**

☐ **PREVENTION**

Use of Funds Activity & Category	Amount Requested	Match Amount	Match Source	Match Status (use code)	Project Total
Personnel (Direct)					
Position:					
Position:					
Fringe Benefits					
Consultants & Contract Services					
Office Space					
Supplies/Materials					
Telephone					
Mileage					
Rental Assistance					
Data Collection/HMIS					
TOTALS			PROJECT TOTAL		

STATUS CODES:

C= Contracted CM= Committed A= Applied for R=Researching

HOMELESS PREVENTION AND RAPID REHOUSING PROGRAM

Application Authorization

I certify that I am authorized to submit this application for federal HPRP funding. I represent the information contained within this application to be complete, true, and accurate.

Signature

Date

Title

Certifications

The applicant certifies that, if awarded HPRP funds:

- a. **Confidentiality.** It will develop and implement procedures to ensure:
 - a. The confidentiality of records pertaining to any individual provided with assistance; and
 - b. That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.
- b. **HMIS.** It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.
- c. **ARRA.** It will comply with all requirements of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), including, but not limited to, Central Contractor Registration (CCR) and disclosures, and Buy America requirements.

Signature

Date
